

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER VII: ILLINOIS COMMUNITY COLLEGE BOARD

PART 1501
ADMINISTRATION OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT
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126 AUTHORITY: Implementing and authorized by Articles II and III and Section 6-5.3 of the
127 Public Community College Act [110 ILCS 805].

128

SOURCE: Adopted at 6 Ill. Reg. 14262, effective November 3, 1982; codified at 7 Ill. Reg. 2332; amended at 7 Ill. Reg. 16118, effective November 22, 1983; Sections 1501.103, 1501.107 and 1501.108 recodified to 2 Ill. Adm. Code 5175 at 8 Ill. Reg. 6032; amended at 8 Ill. Reg. 14262, effective July 25, 1984; amended at 8 Ill. Reg. 19383, effective September 28, 1984; emergency amendment at 8 Ill. Reg. 22603, effective November 7, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 24299, effective December 5, 1984, for a maximum of 150 days; amended at 9 Ill. Reg. 3691, effective March 13, 1985; amended at 9 Ill. Reg. 9470, effective June 11, 1985; amended at 9 Ill. Reg. 16813, effective October 21, 1985; amended at 10 Ill. Reg. 3612, effective January 31, 1986; amended at 10 Ill. Reg. 14658, effective August 22, 1986; amended at 11 Ill. Reg. 7606, effective April 8, 1987; amended at 11 Ill. Reg. 18150, effective October 27, 1987; amended at 12 Ill. Reg. 6660, effective March 25, 1988; amended at 12 Ill. Reg. 15973, effective September 23, 1988; amended at 12 Ill. Reg. 16699, effective September 23, 1988; amended at 12 Ill. Reg. 19691, effective November 15, 1988; amended at 13 Ill. Reg. 1182, effective January 13, 1989; amended at 13 Ill. Reg. 14904, effective September 12, 1989; emergency amendment at 14 Ill. Reg. 299, effective November 9, 1989, for a maximum of 150 days; emergency amendment expired on April 9, 1990; amended at 14 Ill. Reg. 4126, effective March 1, 1990; amended at 14 Ill. Reg. 10762, effective June 25, 1990; amended at 14 Ill. Reg. 11771, effective July 9, 1990; amended at 14 Ill. Reg. 13997, effective August 20, 1990; expedited correction at 18 Ill. Reg. 3027, effective August 20, 1990; amended at 15 Ill. Reg. 10929, effective July 11, 1991; amended at 16 Ill. Reg. 12445, effective July 24, 1992; amended at 16 Ill. Reg. 17621, effective November 6, 1992; amended at 17 Ill. Reg. 1853, effective February 2, 1993; amended at 18 Ill. Reg. 4635, effective March 9, 1994; amended at 18 Ill. Reg. 8906, effective June 1, 1994; amended at 19 Ill. Reg. 2299, effective February 14, 1995; amended at 19 Ill. Reg. 2816, effective February 21, 1995; amended at 19 Ill. Reg. 7515, effective May 26, 1995; amended at 21 Ill. Reg. 5891, effective April 22, 1997; amended at 22 Ill. Reg. 2087, effective January 12, 1998; amended at 22 Ill. Reg. 17472, effective July 10, 1998; amended at 24 Ill. Reg. 249, effective December 21, 1999; amended at 24 Ill. Reg. 17522, effective November 20, 2000; amended at 25 Ill. Reg. 7161, effective May 18, 2001; emergency amendment at 25 Ill. Reg. 12863, effective September 28, 2001, for a maximum of 150 days; emergency expired February 24, 2002; amended at 26 Ill. Reg. 646, effective January 7, 2002; amended at 27 Ill. Reg. 17204, effective October 31, 2003; amended at 28 Ill. Reg. 14092, effective October 18, 2004; amended at 29 Ill. Reg. 6239, effective April 25, 2005; amended at 30 Ill. Reg. 2755, effective February 21, 2006; amended at 32 Ill. Reg. 16396, effective September 23, 2008; amended at 40 Ill. Reg. 14054, effective September 29, 2016; amended at 41 Ill. Reg. 11274, effective August 28, 2017; amended at 41 Ill. Reg. 15723, effective December 18, 2017; amended at 42 Ill. Reg. 2819, effective January 24, 2018; amended at 42 Ill. Reg. 18869, effective October 3, 2018; amended at 42 Ill. Reg. 24855, effective December 17, 2018; amended at 43 Ill. Reg. 7454, effective June 20, 2019; amended at 44 Ill. Reg. _____, effective _____.

SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION

Section 1501.101 Definition of Terms and Incorporations by Reference

a) Definitions

"Act" means the Public Community College Act [110 ILCS 805].

"Board" means the Board of Trustees of an Illinois public community college district.

"Classification of Instructional Programs" or "~~CIP~~" means a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity.

"College" means an Illinois public community college.

"Executive Director" means the executive officer ~~and the executive secretary~~ of the ICCB.

"ICCB" or "State Board" means the Illinois Community College Board.

"ICCB Grants" means funds appropriated by the State of Illinois to ICCB for community colleges.

"Student Member" means the member of ICCB who has been selected by ICCB's Student Advisory Committee. The student member has all the privileges of membership defined in Section 2-3 of the Act.

"Recognition Continued" means a status granted to a district that generally meets ICCB standards.

"Recognition Continued-with Conditions" means a status granted to a district that generally does not meet ICCB standards. A district is judged not to meet ICCB standards when one or more of the following conditions exist:

- the district continues to be out of compliance with standards cited during the previous visit;

- applicable standards are disregarded; and/or

- the district is found to be out of compliance with significant applicable standards.

"Recognition Interrupted" is a status granted to a district that fails to meet ICCB standards within a specified period of time after being assigned a status of

recognition continued-with conditions.

"Shared Data Agreement" means a written contract between parties that defines the care and handling of sensitive or restricted use data, including, but not limited to, the terms of the agreement, ownership of the data, security measures and access to the data, uses of the data, data confidentiality procedures, duration of the agreement, and disposition of the data at the completion of the contract.

"Student Advisory Committee" or "SAC" means the ICCB student advisory committee created by Section 2-1 of the Act.

"Student-Level Data" means demographic, performance, and other data that pertains to a single student.

b) Incorporation by Reference

"Program Classification Structure", 2nd Edition (Technical Report 106) (1978). Collier, Douglas J. This document may be obtained from the National Center for Higher Education Management Systems (NCHEMS), 3035 Center Green Drive, Suite 150, Boulder CO 80301-2251 or from info@ncchems.org. This incorporation by reference does not include any later editions or amendments.

(Source: Amended at 44 Ill. Reg. _____, effective _____)

Section 1501.102 Advisory Groups

a) Advisory Organizations. Independent organizations may be considered by the ICCB to be advisory upon petition to the State Board. Independent organizations so recognized by the ICCB as "advisory" will have the opportunity to bring matters before the ICCB during a regular ICCB meeting and will have an opportunity to provide advice to the ICCB on proposed rule and policy adoptions and matters of interest to community colleges. An advisory organization may have its recognition status withdrawn by action of the ICCB or by request of the organization. Advisory organization recognition may be granted by the ICCB at the request of an organization ~~that~~^{which} meets the following criteria:

- 1) The organization exists independently of ~~the~~ ICCB and any individual college;
- 2) A primary purpose of the organization is to deal with matters of systemwide importance; and
- 3) Representatives of Illinois community college districts are included as voting members of the organization.

- 258
- 259 b) Advisory Committees. Advisory committees to the ICCB may be authorized and
- 260 appointed by the ICCB. Membership and terms of appointment shall be
- 261 established at the time of authorization.
- 262
- 263 c) Student Advisory Committee
- 264
- 265 1) Purpose. The purposes of this committee are to:
- 266
- 267 A) Review proposed ICCB policies;
- 268
- 269 B) Inform the ICCB of systemwide issues that impact the education of
- 270 community college students; and
- 271
- 272 C) Select the ICCB Student Member.
- 273
- 274 2) Membership. Each member of the Student Advisory Committee shall be
- 275 the nonvoting student member of the local district board of trustees. In the
- 276 case of multi-college districts, the student trustee of the district shall
- 277 automatically be designated as the voting member for the individual
- 278 college where he or she attends. If the student member of the local district
- 279 board of trustees cannot serve and, for colleges that are part of a multi-
- 280 college district not represented by the district's student member, the
- 281 district's president or chief executive officer may designate a student as a
- 282 voting member. No community college shall have more than one voting
- 283 member per college. The ICCB Student Member will serve ex officio.
- 284
- 285 3) Officers. The Student Advisory Committee shall annually select the
- 286 following officers from its membership to serve a one-year term: a Chair
- 287 to conduct the meeting of the Committee; a Vice Chair to assist the Chair,
- 288 to conduct the meeting if the Chair is absent, and to represent the SAC on
- 289 the IBHE Student Advisory Committee; and a Recording Officer to record
- 290 the minutes of all SAC meetings.
- 291
- 292 4) The Executive Director of ICCB shall call SAC meetings as necessary and
- 293 notify each local district board of trustees at least 30 days in advance.
- 294
- 295 5) ICCB Meetings. The SAC report shall be given at regular ICCB meetings
- 296
- 297 d) Selection of ICCB Student Member. The SAC will seek nominations for the
- 298 ICCB Student Member from all Illinois public community colleges. A college
- 299 district can nominate one candidate for this position. The nomination shall include
- 300 information such as personal information (name and address), number of credit

hours (current and expected), college and community activities, resume, letters of reference, and rationale for desiring the position. The ICCB Student Member shall be elected before June 1 by a majority vote of SAC members present from all nominations who meet ICCB student membership requirements as delineated in subsection (e).

- e) Membership Requirements of ICCB Student Member. The ICCB Student Member shall be enrolled in an Illinois public community college for a minimum course load of six semester ~~or quarter credit~~ hours during both the fall and spring semesters or equivalent ~~(fall/winter/spring quarters)~~ for each term of his/her appointment. If the course load of the ICCB Student Member falls below the minimum credit hours, that member shall be replaced by a majority vote of the SAC members present at the next SAC meeting.
- f) Length of Term of ICCB Student Member. The ICCB Student Member shall serve for a term of one year beginning on July 1 and expiring on June 30. No ICCB Student Member shall serve for more than two terms. Service during a partial term shall not be considered as one term.

(Source: Amended at 44 Ill. Reg. _____, effective _____)

SUBPART C: PROGRAMS

Section 1501.301 Definition of Terms

"Adult Basic Education" means basic skills courses designed to bring students to a competency of Grade 8 equivalency, including English as a Second Language.

"Adult Secondary Education" means courses designed to bring students to a competency of Grade 12 equivalency, including English as a Second Language, and the high school equivalency examination preparation.

"Associate Degree" means an award for satisfactory completion of a curriculum of 60 semester credit hours or more.

"Associate in Applied Science Degree" means an award for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field.

"Associate in Arts Degree" means an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the arts, humanities, or social or

behavioral sciences or one of the professional fields with these disciplines as a base.

"Associate in Engineering Science Degree" means an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering.

"Associate in Fine Arts Degree" means an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the fine arts: art, music, or theater.

"Associate in General Studies Degree" means an award for the satisfactory completion of a curriculum that has been individually designed by mutual agreement between the student and his/her college-appointed advisor to meet the student's educational intent.

"Associate in Science Degree" means an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the mathematical, biological, or physical sciences or one of the professional fields with these disciplines as a base.

"Baccalaureate/Transfer Education" means coursework intended to prepare individuals for transfer into a baccalaureate curriculum in a related field of study.

"Branch" means an administrative unit of a college that has a continuing educational mission and serves as a secondary instructional site for the college.

"Bridge Instruction" means coursework in adult education, remedial education, career and technical education, vocational skills education, or a combination of these types of education, to prepare individuals for entering credit courses and curricula.

"Campus" means an organized administrative unit of a college that has a continuing educational mission and serves as a primary instructional site for the college.

"Career and Technical Education" means organized educational programs of study that prepare students for employment in a specific field and should be aligned with related secondary and/or upper-division programs that require a common knowledge and skill set.

"Certificate" means an award for satisfactory completion of a series of courses or curriculum of less than 59 semester credit hours.

"General Certificate" means a noncredit award for satisfactory completion of a series of courses of 30 semester credit hours or less in adult basic education, adult secondary education, remedial education, vocational skills, or general studies.

"Occupational or Career and Technical Certificate" means a credit award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.

"College" means a district's administrative unit that is authorized by the Illinois Board of Higher Education to grant postsecondary-level degrees and certificates, is recognized by the ICCB, and provides a comprehensive program of instruction in accordance with Section 1-2(e) of the Act.

"Contact Hour" means instructional time based on a 50-60 minute clock hour of instructional activity that may include classroom, online, laboratory, clinical or work-based instruction or any combination of those instructional methods.

"Cooperative Agreement" means a contract or agreement between a college and one or more other colleges, organizations, associations, educational institutions, or government agencies to obtain, deliver, or share educational services for academic credit. A cooperative agreement does not include collective bargaining agreements with any labor organization.

"Course" means a sequential presentation, through one or more instructional modes, of subject matter in a particular field to meet specific objectives within a designated time period, such as a semester or a quarter.

"Credit for Prior Learning" means evaluation and assessment of a student's life learning through employment, training and experiences outside an academic environment from which skills that comprise terminal objectives are mastered to an acceptable degree of proficiency for college credit, certification or advanced standing toward further education or training.

"Curriculum" means an approved unit of instruction consisting of a series of courses designed to lead to an associate degree or a certificate.

"District Curriculum" means a curriculum approved for offering within a district, on the basis of student interest, employment demand, and available resources within the district.

"General Studies Curriculum" means a curriculum designed to meet individual student goals, in the promotion of personal improvement and self-understanding.

"Regional Curriculum" means a curriculum approved for offering within a particular region of the State, on the basis of student interest and employment demand within the region. An institution holding authority to offer a regional curriculum shall not exclude additional districts, including those within the defined region or regional consortia of colleges, from requesting approval to offer the same curriculum in its district.

"Statewide Curriculum" means a curriculum approved for offering on the basis of student interest and employment demand statewide. An institution holding authority to offer a statewide curriculum shall not exclude additional districts from requesting approval to offer the same curriculum statewide, regionally or in its district.

"Dual Credit Course" means a college course taken by a high school student for credit at both the college and high school level [110 ILCS 27/5].

"Educational Agency" means an agency, corporation, or other defined legal entity that offers instruction.

"Electronic Exchange System" means an online tool for organizing ICCB proposals and tracking their status.

"Extension Center" means an instructional site for the college that is used for offering some of the college's courses and/or programs for a limited duration.

"GECC" means the General Education Core Curriculum of the Illinois Articulation Initiative.

"General Education Core Curriculum Credential" or "GECC Credential" means a credential provided by the college for completion of the 37 to 41 credit hours to satisfy the GECC.

"Higher Learning Commission" or "HLC" means an independent corporation that serves as one of six regional institutional accreditors in the U.S. and accredits degree-granting post-secondary educational institutions in the North Central Region, which includes Illinois.

"Instructional Activity" means classroom, online, laboratory, clinical or work-based instruction or any combination of those instructional methods.

"Internship/Practicum" means a course of planned and supervised training that allows the application of theory to actual practice and prepares a student for working independently in a specific career. The internship/practicum generally occurs after the student has completed 12 credit hours. It takes place at a regular worksite and instruction/supervision is shared by a college instructor/supervisor and a qualified employee at the worksite. Clinical practicums take place in a hospital or other medical/health facility and require close supervision/instruction/monitoring by a qualified college instructor.

"Laboratory" means a course of planned and supervised training in which students learn new methods or principles through experimentation, observation, and/or practice. A lab class can occur at the beginning, middle, or end of a particular course of study and may be a specially equipped room designed for experimentation, observation, and/or practice on the college campus or at the worksite.

"Lecture" means a course presented in an oral or related format that allows for content to be discussed among class participants.

"PBVS Program of Study" means any of the programs listed in Section 10 of the Career and Workforce Transition Act [110 ILCS 151].

"Principal Site" means the official mailing address of the college.

"Private Business Vocational School" or "PBVS" means a non-degree granting institution that is regulated and approved by the Board of Higher Education under the Private Business and Vocational Schools Act of 2012 [105 ILCS 426] and that is nationally accredited by an accreditor approved by the U.S. Department of Education.

"Public Service" means noncredit classes and other activities of an educational nature, such as workshops, seminars, forums, exhibits, and the provision of college facilities and expertise to the community, designed to be of service to the public.

"Remedial Education" means courses in computation, communication (that is, writing and speaking), and reading, designed to improve the competency of high school graduates, or those persons achieving high school equivalency through standardized testing, to the level necessary for placement into communication and mathematics courses required of first-year college students. Remedial courses

reiterate basic skills that students were expected to have mastered before entry into postsecondary education.

"Research" means investigations or experiments to discover or interpret facts, to revise accepted theories, or to apply those revised theories.

"Secondary School" means a private or parochial secondary school, public secondary school district, or public unit school district.

"Unit of Instruction" means any one of the following:

An organized program of study consisting of a sequence of courses that results in the award to a student of a certificate or an associate degree.

Any existing organized program of study offered at a new geographical location outside of the college district.

Any organized administrative entity that would have a continuing instructional mission, including but not limited to a college, campus or branch.

"Unit of Research or Public Service" means a college's subdivision (e.g., a division, institute or center) that administers one or more research or public service programs.

"Vocational Skills Education" means courses designed to provide short-term job entry training, to upgrade the skills of persons already employed, or to review skills for career re-entry.

(Source: Amended at 44 Ill. Reg. _____, effective _____)

Section 1501.302 Units of Instruction, Research, and Public Service

- a) Approval of New Units of Instruction. An application for approval of a proposed new unit of instruction shall be submitted to the ICCB on forms provided by ICCB. The criteria for approval of new units of instruction, which also apply to existing programs offered by community colleges, are:

1) Mission and Objectives

- A) The objectives of the unit of instruction are consistent with the mission of the college as set forth in Section 1-2(e) of the Act.

B) The objectives of the unit of instruction are consistent with what the title of the unit of instruction implies.

2) Academic Control

A) The design, conduct and evaluation of the unit of instruction are under the direct and continuous control of the college's established processes for academic planning and quality maintenance, and clear provision is made for ensuring a high level of academic performance of faculty and students.

B) The admission, course placement, and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction and with Section 3-17 of the Act, when applicable.

3) Curriculum. The content of the curriculum ensures that the objectives of the unit of instruction will be achieved.

A) The range of total number of credit hours required for completion of an associate degree curriculum shall be within the following parameters:

- i) For the Associate in Arts degree and the Associate in Science degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or ~~the quarter credit hour~~ equivalent;
- ii) For the Associate in Fine Arts and the Associate in Engineering Science degree, a total requirement of not less than 60 semester credit hours nor more than 68 semester credit hours or ~~the quarter credit hour~~ equivalent;
- iii) For the Associate in Applied Science degree, a total requirement of not less than 60 semester credit hours nor more than 72 semester credit hours or ~~the quarter credit hour~~ equivalent, except in such occupational fields in which accreditation or licensure by a state or national organization requires additional coursework; and
- iv) For the Associate in General Studies degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or ~~the quarter credit~~

~~hour~~-equivalent.

B) An associate degree curriculum shall include a specific general education component consisting of coursework in communication, arts and humanities, social and behavioral sciences, and mathematics and science within the following parameters:

- i) For the Associate in Arts degree and the Associate in Science degree, the general education component required will represent at least 37 semester credit hours or ~~the quarter hour~~-equivalent for completion;
- ii) For the Associate in Fine Arts degree, the general education component required will represent at least 25 semester credit hours or ~~the quarter hour~~-equivalent for completion;
- iii) For the Associate in Engineering Science degree, the general education component required will represent at least 19 semester credit hours or ~~the quarter hour~~-equivalent for completion;
- iv) For the Associate in Applied Science degree, the general education component required will represent at least 15 semester credit hour or ~~the quarter hour~~-equivalent for completion; and
- v) For the Associate in General Studies degree, the general education component required will represent no less than 20 semester credit hours or ~~the quarter hour~~-equivalent for completion.

4) Faculty and Staff

- A) The academic preparation and experience of faculty and staff ensure that students receive education consistent with the objectives of the unit of instruction.
- B) The involvement of faculty in the unit of instruction is sufficient to cover the various fields of knowledge encompassed by the curriculum, to sustain scholarship appropriate to the unit of instruction, and to ensure curriculum continuity.
- C) Support personnel, including counselors, administrators, clinical

supervisors, and technical staff, have the educational background and experience necessary to carry out their assigned responsibilities.

5) Support Services

A) Facilities, equipment, and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computation equipment) necessary to provide quality instruction will be available and maintained.

B) Library holdings and acquisitions necessary to support quality instruction and scholarship are available, accessible and maintained.

C) Provision is made for the guidance and counseling of students, the evaluation of student performance, the continuous monitoring of progress of students toward their degree or certificate objectives, the placement of completers of the unit of instruction, and appropriate academic record keeping.

6) Financing

A) The financial commitments to support the unit of instruction are sufficient to ensure that the stated objectives can be attained and that the faculty, staff and support services necessary to offer the unit of instruction can be acquired and maintained.

B) Projections of revenues necessary to support the unit of instruction are based upon supportable estimates of general revenue, student tuition and fees, private gifts, and/or governmental grants and contracts.

7) Public Information

The information that the college provides to students and the public accurately describes: the unit of instruction offered; the objectives of the unit of instruction; length of the unit of instruction; residency requirements, if any; schedule of tuition, fees and all other charges and expenses necessary for completion of the unit of instruction; cancellation and refund policies; and such other material facts concerning the college and the unit of instruction as are likely to affect the decision of the student to enroll.

8) Accreditation and Credentialing

A) Appropriate steps have been taken to ensure that accreditation of the proposed new unit of instruction will be granted in a reasonable time.

B) The proposed new unit will provide the skills required to obtain individual credentialing (certification, licensure, registration) needed for entry into an occupation as specified in the objectives of the proposed new unit of instruction.

9) Program Needs and Priorities

A) The unit of instruction must be educationally and economically justified based on the educational priorities and needs of the citizens of Illinois and the college's district.

B) The unit of instruction meets a need that is not currently met by units of instruction that are offered by other institutions in the district.

b) Approval of New Administrative Units of Research or Public Service. An application for approval of a proposed new administrative unit of research or public service shall be submitted to the ICCB on forms provided by ICCB. The criteria for approval of new administrative units of public service or research are:

1) The proposed new administrative unit shall be authorized by the board of trustees;

2) The objectives of the proposed new administrative unit are consistent with the mission of the college ~~(see 110 ILCS/1-2(e))~~;

3) The proposed new administrative unit shall meet a district's need to deliver a public service or research program which cannot be met through the district's current structure as indicated by an organizational chart;

4) The proposed new administrative unit shall administer at least one public service or research program;

5) The needs assessment demonstrates that the demand for the public service or research program to be administered by the proposed new unit shall be continuous for at least three years; and

6) The district shall provide evidence that the resources for the facilities, equipment and materials, and staff necessary to provide a quality program or service shall be made available to the proposed new administrative unit.

c) Withdrawal. An approved unit of instruction, public service, or research may be withdrawn by the college when it decides to suspend operation of the unit. The withdrawal request shall be submitted to ICCB through an electronic exchange system. Withdrawal of a curriculum will require reassignment of related courses.

d) Reasonable and Moderate Extensions

1) An approved unit of instruction, public service, or research may be modified or extended by the college within the parameters listed in subsections (d)(2) through (4). The college shall notify ICCB of the extensions on forms provided by ICCB.

2) Reasonable and moderate extensions of previously approved units of instruction include:

A) The addition, modification or withdrawal of courses within an approved unit of instruction that does not alter the objectives of the unit of instruction.

B) A change in minimum credit hours for completion of an approved unit of instruction that does not affect the instructional level of the unit of instruction.

C) A change in title of an approved unit of instruction that does not indicate a different objective of the unit than that previously approved.

D) The creation of an option (major, concentration or specialization) within an approved unit of instruction in which:

i) the option created is within the same general academic discipline or occupational field as the previously approved unit of instruction;

ii) the option created within a previously approved associate degree curriculum shares a common core of first-year courses with the previously approved unit of instruction; and

iii) the option created does not substitute more than 15 semester credit hours of other courses for courses previously approved as part of an associate degree curriculum or cluster of closely related curricula, e.g., from the same four-digit CIP code or substitute more than 9 semester credit hours of other courses for courses previously approved as part of a certificate curriculum (or closely related cluster) of 30 semester credit hours or more.

E) The creation of certificate curricula from previously approved associate degree curricula and certificate curricula, including closely related curricula; e.g., from the same four-digit CIP code, providing no more than 6 semester credit hours are substituted for certificates of up to 30 semester credit hours or no more than 9 semester credit hours are substituted in certificates of 30 semester credit hours or more.

F) The creation of certificate curricula of less than seven semester credit hours from previously approved associate degree curricula and certificate curriculum from the same two-digit CIP code.

G) Modifications. An approved unit of instruction, public service or research may be modified by the colleges within the parameters listed in subsection (d)(2)(D). The college shall notify ICCB of the modifications through an electronic exchange system. Modifications to existing units of instruction include:

i) The addition, modification or withdrawal of courses within an approved unit of instruction that does not alter the objectives of the unit of instruction;

ii) A change in minimum credit hours for completion of an approved unit of instruction that does not affect the instructional level of the unit of instruction;

iii) A change in title of an approved unit of instruction that does not indicate a different objective of the unit than that previously approved; or

iv) A change in program/course classification code that does not alter the objectives of the unit of instruction.

3) Reasonable and moderate extensions of previously approved units of

research or public service include units with an annual operating expenditure from whatever source of less than \$250,000 or an annual operating expenditure from state appropriations of less than \$50,000.

4) Reasonable and moderate extensions of previously approved units of administration include any administrative reorganization of a college.

e) Approval in a Multi-College District. Approval of new units of instruction, research, or public service in a multi-college district will be for a specific college. Transfer of a unit to, or duplication of a unit by, other colleges within the district constitutes a new unit requiring approval by the ICCB. However, up to 9 hours of a program approved at one college may be offered by any other college in the district at the option of the Board.

f) Inactivation. When a college no longer offers an approved unit of instruction to additional new students, that unit of instruction shall be reported to the ICCB and shall be removed from the college catalog and other documents advertising the program offerings to the public. An inactive unit of instruction shall be maintained on the ICCB Curriculum Inventory File with the date that it became inactive for a period of at least 10 years. The effective date that a unit of instruction becomes inactive shall be determined by the college.

g) Reactivation. A unit of instruction that has been inactivated by a college may be reactivated by submitting the materials outlined in subsection (a) for review and approval by ICCB.

1) A unit of instruction that has been inactive for less than three years may be reactivated by the college once it has completed the following:

A) Obtained approval to reactivate the program from its chief executive administrator;

B) Obtained approval to reactivate the program from agencies that license, certify, or accredit the program, if appropriate; and

C) Submitted a request for reactivation and an updated copy of the curriculum to ICCB.

2) A unit of instruction that has been inactive for three to 10 years may be reactivated by the ICCB Executive Director if the college has completed the following:

A) Obtained approval to reactivate the program from its chief

- 858 executive administrator;
- 859
- 860 B) Obtained approval to reactivate the program from agencies that
- 861 license, certify or accredit the program, if appropriate;
- 862
- 863 C) Demonstrated through local surveys or State labor market data that
- 864 the labor market demand and supply shows a need for graduates of
- 865 the program;
- 866
- 867 D) Conducted a review of the program with representatives from
- 868 business and industry including on-site visits and advice regarding
- 869 current technologies and equipment;
- 870
- 871 E) Demonstrated, in accordance with subsections (a)(5) and (a)(6),
- 872 that the college has adequate facilities, equipment and financial
- 873 resources to offer a quality program;
- 874
- 875 F) Demonstrated, in accordance with Section 1501.303(f), that the
- 876 college has available qualified faculty to provide the instruction for
- 877 the program; and
- 878
- 879 G) Submitted a request for the reactivation and an updated copy of the
- 880 curriculum to ICCB.
- 881
- 882 3) A unit of instruction that has been inactive for over 10 years may be
- 883 reactivated by following the new unit approval process described in
- 884 subsection (a).
- 885
- 886 h) Discontinuation of Programs. The ICCB may discontinue programs that fail to
- 887 reflect the educational needs of the area being served as follows:
- 888
- 889 1) Programs that do not meet standards of need, quality and cost
- 890 effectiveness may be discontinued by the ICCB. This determination shall
- 891 be made based on review and collective findings of information available
- 892 to the ICCB through ICCB and Illinois Board of Higher Education
- 893 program review, evaluation and productivity processes; the ICCB
- 894 Management Information System; and other sources of pertinent
- 895 information on the following criteria:
- 896
- 897 A) Program need, including educational priorities of the district,
- 898 accessibility, credit hours generated, enrollments, completions, and
- 899 labor market supply and demand.
- 900

- B) Program quality, including job placement or education continuation, program content, academic control, faculty qualifications, and accreditation and credentialing.
- C) Program costs, including adequacy of financial support and unit costs.

- 2) ICCB will use special State-level analyses to identify programs that appear to be of questionable need, cost or quality based on State data. Programs identified through State-level analysis will be referred to the colleges to enable them to evaluate the programs in detail in their normal process and to obtain the results and comments from the local level.
- 3) ICCB will notify college districts of programs being considered for discontinuation and shall grant the district 60 days to respond to concerns regarding the program in question before action by the Board. This information shall be taken into account in determining if a program should be discontinued by the ICCB.
- 4) Once a program is discontinued by the ICCB and the appeal process is concluded, the college must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled. Programs discontinued by the ICCB may be reestablished by obtaining approval as a new unit of instruction under subsection (a).

(Source: Amended at 44 Ill. Reg. _____, effective _____)

Section 1501.305 College, Branch, Campus, and Extension Centers

- a) Approval of a New College. An application for approval for a proposed new college shall be submitted to ICCB on forms provided by ICCB. The criteria for approval of a new college are:
 - 1) The proposed college shall be authorized by the Board of Trustees.
 - 2) The proposed college shall meet educational needs that cannot be met within that area of the district as demonstrated by a needs assessment. The needs assessment shall include identification of all other educational institutions providing postsecondary education within a 30-mile radius of the proposed college, identification of student demand for postsecondary education by program area within the service area of the proposed college, a statement on how the establishment of the proposed college will impact

the enrollments on these postsecondary educational institutions within a 30-mile radius of the proposed college, a statement on how the establishment of the proposed college will impact the current enrollments of the district's present colleges, and of student enrollments for the proposed college.

- 3) The proposed college shall provide a comprehensive program of instruction as specified in Section 1-2(e)~~101-2(e)~~ of the Act.
- 4) The district shall certify that the resources for the facilities, equipment, instructional materials, library holdings, and faculty and staff necessary to provide quality instruction pursuant to Section 1501.302 shall be made available to the proposed college.
- 5) The needs assessment substantiates that the student enrollment for the proposed college shall be at least 1,000 full-time equivalent students (30,000 semester credit hours) per year by the second full year of operation.
- 6) The district shall have at least \$150 million of assessed valuation for each of its colleges, including the proposed college.
- 7) The proposed college shall serve a population of at least 60,000 or a geographic area of at least three entire counties.
- 8) The plans to obtain regional accreditation for the proposed college have been developed.

b) Approval of a Branch or Campus. An application for approval of a proposed branch or campus shall be submitted to ICCB on forms provided by ICCB. The criteria for approval of a branch or campus are:

- 1) The proposed branch or campus shall be authorized by the Board of Trustees.
- 2) The proposed branch or campus shall meet educational needs that cannot be met in that area of the district as demonstrated by a needs assessment.
- 3) The college shall certify that resources for facilities, equipment, instructional materials, library holdings, and faculty and staff necessary to provide quality instruction pursuant to Section 1501.302 shall be made available to the proposed branch or campus.

- 987 4) The proposed branch or campus shall provide student and academic
988 support services on site that are adequate pursuant to Section 1501.302 to
989 support the curricula offered and the students in attendance at the branch
990 or campus.

991
992 e) ~~To qualify for a grant of up to \$100,000 for the establishment of a college,~~
993 ~~campus or branch once approval has been granted by the ICCB, all of the~~
994 ~~following conditions must be met:~~

995
996 1) ~~The college, campus or branch shall meet the conditions specified in~~
997 ~~Section 3-12.2 of the Act.~~

998
999 2) ~~The college district shall request the ICCB to include the grant in its~~
1000 ~~budget request submitted to IBHE and shall include a justification of the~~
1001 ~~need and proposed use of the grant.~~

1002
1003 3) ~~Funds for the college, campus or branch shall have been appropriated.~~

1004
1005 c) Extension Centers. An extension center located within the community college
1006 district is a reasonable and moderate extension of a college and may be
1007 established at the discretion of the district's Board of Trustees. An extension
1008 center located outside the community college district requires ICCB approval
1009 under Section 1501.307.

1010
1011 (Source: Amended at 44 Ill. Reg. _____, effective _____)

1012
1013 **Section 1501.307 Cooperative Agreements ~~and Contracts~~**

1014
1015 Cooperative agreements ~~and contracts with other Illinois educational agencies and those out of~~
1016 ~~state~~ may be established for the purpose of providing more accessible instructional services to
1017 students and increasing efficiency in the use of educational resources. An application for
1018 approval shall be submitted to ICCB on forms provided by ICCB, ~~subject to the following~~
1019 ~~conditions:~~

1020
1021 a) ~~A new unit of instruction to be offered by a community college solely through a~~
1022 ~~cooperative agreement or contract with another educational agency is subject to~~
1023 ~~approval by the ICCB as indicated in Section 1501.302.~~

1024
1025 b) ~~Agreements with Secondary Schools. If a community college enters into a~~
1026 ~~cooperative agreement or contract with a secondary school to provide advanced or~~
1027 ~~specialized secondary level courses in either the academic or vocational field, the~~
1028 ~~college shall charge the secondary school the per capita cost of offering such~~
1029 ~~instruction, in which case the college shall not claim ICCB credit hour grants for~~

~~these secondary school students, or the college shall charge the secondary school for secondary school student participation in accordance with a joint agreement between the college and the secondary school district under Section 10-22.20a of the School Code [105 ILCS 5/10-22.20a]. When charges are made pursuant to a joint agreement, credit hour grants may be claimed in accordance with Section 1501.507.~~

ae) ~~In-District~~ Cooperative Agreements for Instruction. A community college district may enter into ~~in-district~~ contractual arrangements to deliver or obtain~~provide~~ educational programs or services ~~within its district~~ for previously approved units of instruction upon approval by the ICCB. ~~Copies of these contractual arrangements shall be kept on file at the district central administrative office.~~ Criteria for the approval of ~~in-district~~ agreements for instruction shall be:

- 1) accessibility of instruction to students;
- 2) labor market need;
- 3) cost-effectiveness in providing instructional programs;
- 4) comprehensiveness of available programs for student;
- 5) impact on regional and statewide programs;
- 6) impact on programs at neighboring community college districts, applicable only if the college is delivering service outside its district; and
- 7) the partnering entity's past experience in offering similar units of instruction, applicable only if partnering to obtain services.

bd) Interdistrict Cooperative Agreements for Instruction. A community college district may enter into interdistrict contractual arrangements with another community college district to enable its students to attend the other district's programs~~program(s)/courses~~course(s) ~~upon approval by the ICCB.~~

- ~~1) Criteria for the approval of interdistrict agreements for instruction shall be:~~
- ~~A) accessibility of instruction to students~~
 - ~~B) labor market need~~
 - ~~C) comprehensiveness of available programs for students~~

- ~~D) cost-effectiveness in providing instructional programs~~
- ~~E) impact on regional and statewide programs~~
- ~~F) impact on programs at neighboring community college districts~~

12) The curricula included in the cooperative agreement for instruction shall be listed in the catalog of the college that does not have the program but is making it available to its students through a contractual arrangement with another college. A copy of the listing shall be kept on file at the district central administrative office.

23) Interdistrict Cooperative Agreements may be entered into for courses and/or curricula offered through Illinois Community Colleges Online. The cooperative agreement ~~shall~~may specify that the programs/courses will be approved as programs/courses of the receiving district and will be included in the receiving district's Illinois Community College Board curricula and course master files as such. This agreement would allow the receiving institution to offer the program only through online delivery through the sending college. The sending institution will be the institution of academic control of the course/curriculum. ~~ICCB approval for such agreements will be based on the following:~~

- ~~1) a request for approval must be filed in a format specified by the ICCB;~~
- ~~2) the request must be accompanied by a draft cooperative agreement and a signed statement of agreement that the program/course will be offered only through online delivery and that both the sending and receiving institutions agree that the sending institution will be the institution of academic control of the course/curriculum;~~
- ~~3) the receiving institution must notify ICCB if and when the cooperative agreement is no longer operational so that the program/course can be removed from the approved ICCB program/course file.~~

ce) Copies of these contractual arrangements shall be kept on file at the district central administrative office. ~~Out of District Cooperative Agreements for Instruction. A community college district may enter into contractual arrangements with other public or nonpublic institutions of higher education for the delivery of units of instruction upon approval by ICCB. Criteria for approval of out of district agreements for instruction shall be:~~

- 1117 1) ~~accessibility of instruction to students~~
- 1118
- 1119 2) ~~labor market need~~
- 1120
- 1121 3) ~~comprehensiveness of available programs for students~~
- 1122
- 1123 4) ~~cost effectiveness in providing instructional programs~~
- 1124
- 1125 5) ~~impact on regional and statewide programs~~
- 1126
- 1127 6) ~~impact on programs at neighboring community college districts~~
- 1128
- 1129 f) ~~Changes, revisions, or additions to cooperative agreements previously approved~~
- 1130 ~~by the ICCB are reasonable and moderate extensions and must be reported to the~~
- 1131 ~~ICCB prior to implementation.~~
- 1132
- 1133 g) ~~Extension of Curricula/Credit Courses into Another Community College District.~~
- 1134
- 1135 1) ~~A community college may extend previously approved credit courses into~~
- 1136 ~~another community college district with approval of the other community~~
- 1137 ~~college district.~~
- 1138
- 1139 2) ~~A community college may extend previously approved curricula into~~
- 1140 ~~another community college district upon approval of the ICCB. Criteria~~
- 1141 ~~for approval shall be:~~
- 1142
- 1143 A) ~~a request from the community college district in which the~~
- 1144 ~~proposed extension is to be offered~~
- 1145
- 1146 B) ~~labor market need~~
- 1147
- 1148 C) ~~cost effectiveness in providing instructional programs~~
- 1149
- 1150 D) ~~adequacy of facilities and support services~~
- 1151
- 1152 E) ~~impact on regional and statewide programs~~
- 1153
- 1154 F) ~~impact on programs at neighboring community college districts~~
- 1155
- 1156 3) ~~If a district in which military installations, correctional institutions, or~~
- 1157 ~~other state or federal institutions are located elects not to provide~~
- 1158 ~~previously approved units of instruction to these institutions, any other~~
- 1159 ~~college may apply to the ICCB to do so. If more than one college applies,~~

the ICCB will select a college using the following criteria:

- A) The proximity of the college to the institution.
- B) The availability at the college of the instructional units needed by the institution.
- C) The cost of providing the instructional units for the institution.
- D) The college's past experience in offering similar units of instruction.

h) ~~Extension of Curricula/Credit Courses Out of State. Curricula and credit courses offered at out of state locations (except for field trips and travel that are in conjunction with a course offered within the district) must have prior annual approval by the ICCB. A community college shall be granted approval to offer previously approved curricula and credit courses out of state provided that it meets the following criteria:~~

- 1) ~~A request for approval including information about the curricula and courses, location of the proposed extension, projected enrollments, and projected funding is submitted on forms provided by the ICCB.~~
- 2) ~~The college shall identify how the extension will be used by students to complete degree or certificate programs.~~
- 3) ~~If the extension is offered for out of state students, the college shall submit a copy of a written request from the group desiring the service and assurance that no state or local tax monies will be used to provide such extensions.~~
- 4) ~~The college shall submit annual reports of its out of state extensions for the past fiscal year, on forms provided by the ICCB, by July 15 of each year.~~
- 5) ~~The college shall request approval of its out of state extensions, on forms provided by the ICCB, prior to May 15 for the fiscal year beginning on the next July 1.~~
- 6) ~~Deletion, modification, or addition of courses and curricula offered at out of state extensions previously approved by the ICCB are reasonable and moderate extensions and must be reported to the ICCB.~~

(Source: Amended at 44 Ill. Reg. _____, effective _____)

Section 1501.309 Course Classification and Applicability

- a) Course Classification. Information on courses for which credit is to be awarded shall be submitted to ICCB through an electronic exchange system in order for the courses to be classified into appropriate instructional and funding categories and added to the college's Management Information System (MIS) Course Master File.
- b) Course Credit Hour Determination
 - 1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour ~~or 30 hours of that time for each quarter credit hour.~~
 - 2) Lecture Courses. Courses with students participating in lecture/discussion oriented instruction shall be assigned one semester credit hour or equivalent for each 15 classroom contact hours, at a minimum, of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.
 - 3) Laboratory Courses. Courses in which students participate in laboratory/clinical-laboratory oriented instruction shall be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours, at a minimum, of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
 - 4) Clinical Practicum courses. Courses in which students participate in clinical practical experiences shall receive one semester credit hour or equivalent each 30-60 contact hours, at a minimum, per semester or equivalent. It is expected that one hour of outside study time will be invested for each two clinical practicum contact hours.
 - 5) Internship Courses. Courses in which students participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours, at a minimum, per semester credit hour or equivalent.
 - 6) Students who participate in an approved program with an intensified or accelerated schedule shall be exempt from the contact hour requirements

of this subsection (b).

- c) Course Syllabus. A syllabus shall be developed and maintained for each credit course and shall be available to the public and students upon request. A syllabus contains the description of the course, specific objectives of the course, a topical outline, and the method for evaluating student performance.
- d) Course Applicability. All credit courses must be part of an approved unit of instruction (see Section 1501.302), and the approved unit of instruction for each course shall be indicated on the college's ICCB MIS Course Master File.
 - 1) Lower-division Baccalaureate Courses. Courses designed to meet lower-division baccalaureate degree requirements shall be applicable to associate transfer degrees. For each baccalaureate course offered, the college shall either obtain approval for the course to be listed as a Statewide articulated transfer course by a general education or baccalaureate major panel of the Illinois Articulation Initiative or maintain current written articulation agreements or transfer equivalency documents with:
 - A) at least three Illinois public universities;
 - B) at least three baccalaureate degree-granting institutions to which a majority (51%) of the college's students transfer; or
 - C) one or more baccalaureate degree-granting institutions to which a majority (51%) of the college's students, majoring in the field for which the course is required, transfer.
 - 2) GECC Credential. Upon a student's completion of the GECC, a college is authorized to award a GECC credential, which shall, at a minimum, consist of a notation on a transcript for the student achieving the credential.
 - 3) Remedial Course Credit. No remedial course credit shall be applicable to associate degrees designed for transfer to institutions granting baccalaureate degrees.
 - 4) Adult Basic Education Course Credit. No adult basic education course credit applies to degrees or to certificates, except the Adult Basic Education Certificate.
 - 5) Adult Secondary Education Course Credit. No adult secondary or college preparatory education course credit applies to degrees or certificates,

except the Adult Secondary Education Certificate.

6) Career and Technical Education Course Credit. Courses designed to prepare individuals with a technical skill shall be applicable towards the requirements or electives for completion of an associate's degree (applied or transfer) or a career and technical education certificate.

7) General Studies Course Credit. General studies course credit applies only to the Personal Development; Homemaking; Improving Family Circumstances; Intellectual and Cultural Studies; Community and Civic Development; and Health, Safety and Environment Certificates.

e) Special Upper-Division Courses

1) A college may offer any course that is offered by a university, regardless of numbering system, if the university normally permits its own students to take the course as lower-division students. These courses will be eligible for ICCB grants, if they meet all other criteria.

2) If at least three public universities in Illinois agree, or if a public university that is the principal recipient of transfers from the community college agrees, certain special courses taught at the upper-division level may be offered by a college and be eligible for ICCB grants, provided they meet all other criteria.

f) Independent Study. Independent Study course credit shall not exceed 25 percent of the credit hour requirements for a student to earn an associate degree. The topic of an independent study course shall be listed on the student's permanent academic record.

g) Internships. An internship experience for credit that is designed to provide the student an opportunity to put into practice the theories and techniques learned in the classroom/laboratory shall be applicable to an associate degree or certificate, provided at least 12 semester credit hours or equivalent in the corresponding curriculum are completed by the student before, or are taken by the student concurrently with, the experience.

h) Courses Approved as Repeatable

1) Courses in which the content varies from term to term or from student to student (e.g., independent study, special topics, and internship courses) or in which a student is expected to gain increased depth of knowledge and skill through repetition shall, at the request of the college, be approved for

repeatability under the following conditions:

- A) The number of times the course may be taken for credit does not exceed four times, or the semester~~-or quarter~~ equivalent, e.g., a single course can be taken one time and repeated no more than three times per student;
 - B) The method of determining the amount of credit to be awarded for each section of the course, for each term, or for each student is specified in the college's catalog, on the course syllabus, and on the course classification form, and the subject matter and number of credits for which the student enrolled is specified on the student's permanent academic record;
 - C) The college's catalog, the course syllabus, and the course classification form requesting approval of repeatability by the ICCB indicate the number of such credits that will apply to degree or certificate completion for a single course or a combination of related courses; and
 - D) The total number of credit hours for a single course or for a combination of related courses that are applicable to degree or certificate completion does not exceed the maximums established in subsection (b) governing credit hour determination, subsection (f) governing independent study, or Section 1501.507(b)(10) governing the maximum rate of credit hour production.
- 2) Vocational skill courses that must be retaken periodically by law for persons employed in an occupation or vocation to maintain employment shall, at the request of the college, be approved for repeatability beyond the limits described in subsection (h)(1)(A) under the following conditions:
- A) The content of the course is determined by law and does not change from one year to the next; and
 - B) A copy of the law (or regulation administering it) and a course syllabus accompany the course classification form requesting repeatability.
- 3) An adult basic, adult secondary, or a remedial education course that is organized into discrete modules and offered for variable credit shall, at the request of the college, be approved for repeatability under the following

conditions:

- A) No discrete module is repeated more than three times;
 - B) The title of a module completed and the grade received is permanently recorded on the student's permanent academic record; and
 - C) The content and number of credit hours for a discrete module is shown on the course syllabus and on the course classification form requesting approval of repeatability by ICCB.
- 4) An adult basic, adult secondary or remedial education course that is not organized into discrete modules shall, at the request of the college, be approved for repeatability under the following conditions:
- A) The number of times the course may be taken for credit does not exceed four times, or the semester or ~~quarter~~ equivalent; e.g., a single course can be taken one time and repeated no more than three times per student.
 - B) The variety of skill levels included in the course and the methods used to accommodate individual differences based on an assessment of student skills is specified in the course syllabus; and
 - C) The course title and the grade received is permanently recorded on the student's academic record each time that the course is taken.

(Source: Amended at 44 Ill. Reg. _____, effective _____)

Section 1501.312 Extension of Curricula/Credit Courses

- a) A community college may extend previously approved credit courses into another community college district with approval of the other community college district.
- b) A community college may extend previously approved curricula into another community college district upon approval of ICCB. Criteria for approval shall be:
 - 1) a request from the community college district in which the proposed extension is to be offered;
 - 2) labor market need;

- 3) cost-effectiveness in providing instructional programs;
- 4) adequacy of facilities and support services;
- 5) impact on regional and statewide programs; and
- 6) impact on programs at neighboring community college districts.

c) If a district in which military installations, correctional institutions, or other State or federal institutions are located elects not to provide previously approved units of instruction to these institutions, any other college may apply to ICCB to do so. If more than one college applies, ICCB will select a college using the following criteria:

- 1) proximity of the college to the institution;
- 2) availability at the college of the instructional units needed by the institution;
- 3) cost of providing the instructional units for the institution; and
- 4) college's past experience in offering similar units of instruction.

d) Curricula and credit courses offered at out-of-state locations (except for field trips and travel that are in conjunction with a course offered within the district) must have prior annual approval by ICCB. A community college shall be granted approval to offer previously approved curricula and credit courses out of State provided that it meets the following criteria:

- 1) A request for approval including information about the curricula and courses, location of the proposed extension, projected enrollments, and projected funding is submitted on forms provided by ICCB.
- 2) The college shall identify how the extension will be used by students to complete degree or certificate programs.
- 3) If the extension is offered for out-of-state students, the college shall submit a copy of a written request from the group desiring the service and assurance that no State or local tax monies will be used to provide the extension.
- 4) The college shall submit annual reports of its out-of-state extensions for the past fiscal year, on forms provided by ICCB, by July 15 of each year.

- 5) The college shall request approval of its out-of-state extensions, on forms provided by ICCB, prior to May 15 for the fiscal year beginning on the next July 1.
- 6) Deletion, modification or addition of courses and curricula offered at out-of-state extensions previously approved by ICCB are reasonable and moderate extensions and must be reported to ICCB.

(Source: Added at 44 Ill. Reg. _____, effective _____)

Section 1501.313 Dual Credit

- a) Dual credit courses offered by the college for high school students during the regular school day shall be college-level and shall meet the following requirements:
 - 1) State Laws and Regulations and Accreditation Standards. All State laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty and staff associated with these courses.
 - 2) Instructors. The instructors for these courses shall be selected, employed and reviewed by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level.
 - A) For instructors teaching transfer courses (1.1 PCS (in the ICCB Program Classification System)), these qualifications shall include a minimum of a master's degree within the discipline or any master's degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which the instructors will be teaching.
 - B) High school instructors teaching dual credit transfer courses who do not meet the faculty credential standards of this subsection (a)(2) to determine minimally qualified faculty may teach dual credit courses if the instructor has a professional development plan, approved by the college and shared with the State Board of

Education, by December 31, 2022, to raise his or her credentials to be in line with these credentials.

i) The college shall have 30 days to review the plan and approve an instructor professional development plan that is in line with the credentials appropriate to the discipline being taught.

ii) These approvals shall be good for as long as satisfactory progress toward the completion of the credential is demonstrated, but in no event shall a professional development plan be in effect for more than 3 years from the date of its approval.

iii) The instructor shall qualify for a professional development plan if the instructor has a master's degree in any discipline and has earned 9 graduate hours in a discipline in which he or she is currently teaching or expects to teach; or

• Has a bachelor's degree with a minimum of 18 graduate hours in a discipline that he or she is currently teaching or expects to teach; and

• Agrees to demonstrate his or her progress toward completion to the supervising college, as outlined in the professional development plan. [110 ILCS 27/20(1)(B)]

iv) The provisions of this subsection (a)(2)(B) shall not apply after December 31, 2022.

C) For instructors teaching career and technical education (1.2 PCS) courses, these qualifications shall include 2,000 hours of work experience and appropriate recognizable credentials and demonstrated teaching competencies appropriate to the field of instruction.

3) Qualification of Students. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to students who

are able to demonstrate readiness for college-level work, as determined by placement procedures consistent with those that would be used with college level students. The students shall meet all college criteria and follow all college procedures for enrolling in courses. Credit hours generated by freshman and sophomore students for dual credit courses are not eligible for reimbursement.

- 4) Placement Testing and Prerequisites. High school students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college level students, when applicable, to assure that they are qualified and prepared.
- 5) Course Offerings. Courses shall be selected from transfer courses that are direct equivalents of those of baccalaureate institutions in Illinois (i.e., have been articulated) (see 23 Ill. Adm. Code 1501.309(d)) or from courses in ICCB approved certificate or associate in applied science degree programs.
- 6) Course Requirements. The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the State. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.
- 7) Concurrent Credit. The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and the practices of the district.

b) A community college district shall, upon the request of a school district within the jurisdiction of the community college district, enter into a partnership agreement with the school district to offer dual credit coursework.

- 1) A school district may offer any course identified in the Illinois Articulation Initiative General Education Core Curriculum package under the Illinois Articulation Initiative Act [110 ILCS 152] as a dual credit course on the campus of a high school of the school district and may use a high school instructor who has met the academic credential requirements under this subsection (b) to teach the dual credit course. [110 ILCS 27]
- 2) The partnership agreement shall include all of the following:

A) definition of roles and responsibilities for both the college and the high school;

B) the dual credit courses that the high school district will offer its students and location of courses;

C) criteria for eligibility for high school students to enroll in dual credit coursework;

D) limitations that the college or school district may have on course offerings;

E) requirements for academic credentials for dual credit instructors, consistent with ICCB rules and Higher Learning Commission standards;

F) criteria by which the school district shall identify, and the college review and approve, high school instructors of dual credit on the high school campus;

G) criteria as to how the college will take appropriate steps to ensure that dual credit courses are equivalent to those offered at the community college; and

H) identification of costs associated with the dual credit course.

3) The college shall establish a mechanism for evaluating and documenting on a regular basis the performance of students who complete dual credit courses consistent with students in traditional credit-bearing college courses.

4) If, within 180 calendar days after the school district's initial request to enter into a partnership agreement with the community college district, the school district and the community college district do not reach agreement on the partnership agreement, then the school district and community college district shall jointly implement the provisions of the Model Partnership Agreement, published on the ICCB website. [110 ILCS 27/16]

5) A college may combine its negotiations with multiple high schools to establish one multi-district partnership agreement or may negotiate individual partnership agreements at its discretion.

(Source: Added at 44 Ill. Reg. _____, effective _____)

SUBPART E: FINANCE

Section 1501.507 Credit Hour Claims

- a) Claims. Claims for credit hours shall be submitted within 30 days after the end of each term in a format used by ICCB.
- b) Course Requirements. Courses that produce credit hours eligible for ICCB grants shall satisfy the following requirements:
 - 1) Courses shall be offered for the number of credit hours for which they are approved by ICCB.
 - 2) Courses that have variable credit hours shall be claimed in specified increments only up to the maximum credit value approved for the course.
 - 3) Course data shall be posted to the permanent academic record of each student claimed.
 - 4) Courses shall be a part of units of instruction that have been approved by ICCB, or the courses must be authorized extensions of existing units of instruction.
 - 5) Courses shall have specific written objectives.
 - 6) A course outline shall be available for review by any student or citizen.
 - 7) Courses shall have a method of evaluating student performance that follows the adopted college grading system.
 - 8) Courses shall follow the adopted college policies on student tuition.
 - 9) The following categories of physical education courses shall be the only ones to produce eligible credit hours:
 - A) ~~elective~~**Elective** physical education courses;
 - B) ~~required~~**Required** courses for majors and minors in physical education, recreational leadership, and related programs;
 - C) ~~physical~~**Physical** education courses in teacher education programs

as required by the State Educator Preparation and Licensure Board.

- 10) Courses shall produce a maximum rate of one semester credit hour or equivalent per week. Requests for exceptions to this requirement may be submitted to ICCB. The criteria utilized by ICCB for exceptions shall include:
 - A) documentation of need for an intensified or accelerated schedule;
 - B) student population identified with testing and/or screening to indicate special needs and/or competencies;
 - C) how courses are instructed, including schedule of classes, study time allotted for students, method of instruction and how students are evaluated;
 - D) time period of instructional activity and projected termination date;
 - E) procedures to evaluate the accelerated instructional activity.
- ~~11) Dual Credit courses offered by the college for high school students during the regular school day shall be college level and shall meet the following requirements:~~
 - ~~A) State Laws and Regulations and Accreditation Standards. All State laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures and academic standards at the college apply to college level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.~~
 - ~~B) Instructors. The instructors for these courses shall be selected, employed and evaluated by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level. For transfer courses (1.1 PCS (in the ICCB Program Classification System)), these qualifications shall include a minimum of a Master's Degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which they will be teaching. For career and technical education (1.2 PCS) courses,~~

~~these qualifications shall include 2,000 hours of work experience and appropriate recognizable credentials, depending on the specific field.~~

- ~~E) Qualification of Students. Students accepted for enrollment in college level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to students who are able to demonstrate readiness for college level work, as determined by placement procedures consistent with those that would be used with college level students. The students shall meet all college criteria and follow all college procedures for enrolling in courses. Credit hours generated by freshman and sophomore students for dual credit courses are not eligible for reimbursement.~~
- ~~D) Placement Testing and Prerequisites. High school students enrolling in college level courses must satisfy the same course placement tests or course prerequisites as other college level students, when applicable, to assure that they are qualified and prepared.~~
- ~~E) Course Offerings. Courses shall be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois (see 23 Ill. Adm. Code 1501.309(d)) or from courses in ICCB approved certificate or associate in applied science degree programs.~~
- ~~F) Course Requirements. The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off campus sites and shall contain the content articulated with colleges and universities in the State. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.~~
- ~~G) Concurrent Credit. The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and the practices of the district.~~

- c) Student Requirements. The following requirements shall apply to students who

generate credit hours eligible for ICCB grants.

- 1) Students shall be certified by their instructors as being in attendance at midterm by including a certification statement on the midterm class roster, signed and dated by the instructor.
- 2) Students who complete a course with a passing grade by the end of the term and who were not certified as being in attendance at midterm by the instructor shall be considered as having been in attendance at midterm.
- 3) Students enrolled in variable entry/variable exit classes or short-term classes of less than eight weeks may be certified by their instructors as having been in attendance at midterm by including a certification statement on the final class roster, signed and dated by the instructor.
- 4) Students shall be residents of the State of Illinois.
- 5) Auditors or visitors in a course shall not produce eligible credit hours.
- 6) Students who repeat enrollment in a course shall produce credit hours eligible for ICCB grants when one of the following conditions is met:
 - A) If the student completed the course the first time of enrollment with less than a grade of C (or equivalent) and if the student was claimed for funding, the student may enroll and be claimed in the course one additional time.
 - B) If the student enrolled in the course previously and withdrew before completing the course, and if the student was claimed for funding, the student may enroll and be claimed in the course one additional time.
 - C) If a student completed the course previously and was claimed for funding, the student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program.
 - D) If the last time the student completed the course was at least four years previously, the student may be claimed for funding if the student repeats the course to upgrade his/her skills in that area.
 - E) If a course has been approved by ICCB to be repeated, the student may repeat the course and be claimed as often as approved by

ICCB.

- d) Exceptions. The following credits will not be eligible for ICCB funding:
- 1) ~~credit~~Credit by examination;
 - 2) ~~military~~Military service credit for physical education;
 - 3) ~~transfer~~Transfer of credit earned at other institutions or in the armed forces;
 - 4) ~~proficiency~~Proficiency examinations;
 - 5) ~~advanced~~Advanced placement credits;
 - 6) ~~other~~Other methods of program acceleration that do not include instruction; ~~and~~;
 - 7) credit hours generated by freshman and sophomore students for dual credit courses.
- e) Midterm Class List Certification Requirements
- 1) The midterm class lists' primary purpose shall be for certification of students' credit hours for State funding eligibility or ineligibility.
 - 2) The process must rely on the course section's instructor's assessment of the students' pursuit of successful completion at the midpoint of the class, as indicated by that instructor's midterm certification signature.
 - 3) The college shall document and communicate district requirements to faculty each semester.
 - 4) The college must be able to provide, upon request, a hardcopy midterm class list print out of each course section, submitted on ICCB credit hour claims, containing either a manual faculty signature or an authenticated electronic faculty signature for either ICCB or external audit purposes.
 - 5) Students who participate in an approved program with an intensified or accelerated schedule shall be exempt from the midterm class list requirements of this subsection (e) provided that a final class list is provided.

(Source: Amended at 44 Ill. Reg. _____, effective _____)